



Washington, D.C. 20505

21 December 2018

Ms. Emma Best
MuckRock News
DEPT MR 63336
411A Highland Avenue
Somerville, MA 02144

Reference: F-2019-00360

Dear Ms. Best:

On 5 November 2018, the office of the Information and Privacy Coordinator received your 5 November 2018 Freedom of Information Act (FOIA) request for records **relating to the employment and death of Johnny Micheal "Mike" Spann (March 1, 1969 – November 25, 2001)**. We have assigned your request the reference number above. Please use this number when corresponding so that we can identify it easily.

Although you have provided some of the identifying information required before we can effectively search our files on an individual, we still need additional data before we can begin processing your request. Without this data, we may be unable to distinguish between individuals with the same or similar names. Specifically, we **require** the individual's:

☐ *Full name*

☒ *Date and/or place of birth*

☒ *Date and/or place of death*

☒ *Evidence of death*

☐ *Living party signed affidavit: Freedom of Information Act-Certification of Identity Form and copy of Code of Federal Regulations Vol. 32§ 1900.32(b) information*

☐ *Fee waiver denied*

If the individual is deceased, we also require some *evidence of death*, such as a death certificate, an obituary, or a press statement to ensure there are no privacy considerations.

A website link in itself does not satisfy the proof of death requirement. Please provide the actual documentation and source. Proof of death is not required if date of birth is 100 years ago or greater.

The FOIA authorizes federal agencies to collect fees for records services. Based on the information provided in your letter, we determined that your request falls into the "representative of the news media" fee category, which means you may have to pay for the cost of reproducing

released records, which would be assessed at a rate of ten cents per page after the first 100 copies, which you receive free of charge.

If we do not hear from you by 02/28/2019, we will close your request as it is not reasonably described.

Please send requested information to:

Information and Privacy Coordinator
Central Intelligence Agency
Washington, DC 20505

If you prefer to fax in your information, our facsimile is 703-613-3007.

Sincerely,

A handwritten signature in black ink, appearing to read 'Allison Fong', with a long horizontal flourish extending to the right.

Allison Fong
Information and Privacy Coordinator